

Embassy of the United States of America
Foreign National Student Internship Program
2014 – 2015 Academic Year.

U.S. Embassy Tashkent is pleased to announce the **Foreign National Student Internship Program** to fill an internship position within the Management Section.

There are no benefits attached to the internship and no compensation, nor any future employment rights. The intern student will be retained under a Gratuitous Service Agreement.

The internship provides students with an excellent opportunity to get useful work experience at an international organization improve their English skills and develop event planning/program management abilities through active involvement in various programming activities.

The internship will be offered in the following office:

Community Liaison Office (CLO) - 1 position

Duties:

- (1) Assisting CLO staff with downloading, printing and making copies of documents;
- (2) Helping CLO staff with organizing CLO events;
- (3) CLO Shopping Guide for Newcomers;
- (4) Phone calls and translations as needed;
- (5) Other duties as required.

Students must meet the following criteria to be eligible for the program:

- At least 18 years old
- Graduated from a secondary school or specialized secondary educational establishment
- Currently enrolled not less than half-time in a higher educational institution in Uzbekistan as a 1-3 course student pursuing Bachelor's degree
- In good academic standing at the current educational institution
- Good computer/internet and customer service skills
- Proficient in English, Russian and Uzbek
- Provide written permission from the educational institution
- Legal resident of Uzbekistan

In addition, the applicants must be able to work for a period of at least 6 months from 09:00 to 13:00 and/or from 13:00 to 17:00 every workday Monday through Friday. Applicants must write their hours of availability (Monday through Friday) in their Statement of Interest. This includes available hours for the spring 2015 semester. Applicants that do not include this will not be considered.

Interested applicants must complete the enclosed forms and email it to the Embassy Human Resources Section at personnel@usembassy.uz by **COB September 23, 2014**. Indicate “**CLO Student Internship Program**” in the subject line of all e-mails.

The application forms are also available online at the Embassy's website <http://uzbekistan.usembassy.gov/>

***For the further information on the program please call the Embassy Human Resources Section
at 120 54 50.***